



United States Department of Agriculture

NRCS Natural Resources
Conservation Service

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www.nh.nrcs.usda.gov

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New Hampshire Farm and Ranch Land Protection Program Closing Checklists

Conservation entities that have cooperative agreements with the NRCS to acquire a conservation easement have two methods in which to receive NRCS payment.

- 1) Entities that are unable to provide the full amount of the conservation easement at the time of closing can request an advance of funds from the NRCS. This option should be used only as a last resort as several additional requirements are necessary in order to comply with NRCS, National Finance Center and Commodity Credit Corporation regulations. To request an advance of funds, a waiver request must be submitted to the State Conservationist a minimum of 60 days prior to the scheduled date of closing. For more information on requesting an advance of funds, please contact Steve Hundley, FRPP Program Manager.
2. The second (and preferred) alternative is to have the conservation entity make full payment to the landowner at the time of closing and submit a Request for Reimbursement (Form SF-270) to the NRCS along with the required closing documents. Upon receipt of the Request for Reimbursement and the necessary closing documents, payment will be made, via electronic transfer, within 72 hours.

Most of the forms and documents referenced in these checklists are available off the NRCS web page at: <http://www.nh.nrcs.usda.gov>. Click on "Farmland Protection". Documents and forms are also available from the NRCS State Office.

If there are any questions or clarification needed on any of these requirements, please contact Steve Hundley, FRPP Program Manager at the above address.

Email address: steven.hundley@nh.usda.gov

Checklist 1 of 2

Required documents PRIOR to the day of closing:

- ☐ Verify with NRCS that the conservation entity has registered for direct deposit with the National Finance Center. (Usually completed shortly after cooperative agreement was signed.)
- ☐ Conservation easement deed approved by NRCS (notarized acceptance page confirms approval. Item 4, below.)
- ☐ Baseline documentation approved by NRCS (notarized acceptance page confirms approval. Item 4, below.)
- ☐ NRCS notarized acceptance page, agreeing to the terms of the conservation easement, and the baseline documentation, signed by the NRCS State Conservationist.
- ☐ Self-certification by landowner of compliance with the Highly Erodable Land and Wetland Provisions of the 1985 Food Security Act. (Form AD-1026 completed at county FSA office)
- ☐ Self-certification by landowner and all related parties of being in compliance with income limitations of the 2002 Farm Bill. (Form CCC-526, completed at county FSA office)
- ☐ NRCS Conservation Plan for the entire easement parcel.
- ☐ Complete copy of the appraisal, according to the Uniform Standards of Professional Appraiser Practice
- ☐ Disclosure statement signed by the certified appraiser completing the appraisal. (Template available from NRCS, or on NRCS web page.)

Checklist 2 of 2

The following is a list of closing documents that must accompany the Request for Reimbursement, to enable NRCS to make payment:

- ☐ Request for Reimbursement; Form SF-270, filled out and signed by conservation entity requesting payment
- ☐ Conservation easement deed signed by all parties, date stamp or recording stamp by the County Registry of Deeds.
- ☐ Copy of closing documents indicating all financial transactions and payment to landowner.
- ☐ Self-Certification on Confirmation of Matching Funds, signed by the conservation entity and the landowner. (Form NRCS-CPA-230)
- ☐ Copy of ALTA title insurance policy. Policy must be for at least the fair market value of the conservation easement (not the negotiated purchase price) and the “United States of America” must be listed in the title.)
- ☐ Copy of all subordinations, releases and waivers, if any.